

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
(916) 322-2214



October 6, 1987

ALL COUNTY LETTER NO: 87-136

TO: ALL COUNTY WELFARE DIRECTORS

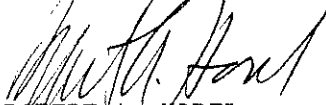
SUBJECT: EMPLOYMENT AND TRAINING REQUIREMENTS REFUGEE CASH ASSISTANCE (RCA)/  
REFUGEE DEMONSTRATION PROJECT (RDP) FORM RS 36

The purpose of this letter is to provide the County Welfare Departments (CWDs) with a new form, the RS 36 "Employment and Training Requirements RCA/RDP." This form is to be used when an individual applies for RCA or RDP assistance to notify them of their rights and responsibilities regarding employment/training requirements. This information must be provided to applicants at the intake interview. At that time, the eligibility worker will explain to the applicant their rights, responsibilities, and consequences of a failure or refusal to register or participate in an employment-directed education/training program. The RS 36 specifically addresses the important area of employment and training requirements. Other RCA/RDP program details are printed on page 2 of the form.

Enclosed is a reproducible copy of the RS 36 to be used by the counties. Counties that do not have a Central Intake Unit (CIU) must still complete an RS 36 and refer the client to the appropriate Employment Development Department (EDD)-Employment Services (ES) program. Counties should substitute EDD-ES in place of the CIU where appropriate on the form. A signed copy of the RS 36 must be maintained in the client's case file. Prior Department of Social Services (DSS) Office of Refugee Services approval is needed for any substitution of this form. A supply of the forms will be available from the DSS Warehouse within six to eight weeks of this All-County Letter. In the meantime, reproduce the form locally using the enclosed camera-ready copy.

Translations for the enclosed forms (Vietnamese, Laotian, Chinese, Hmong, and Cambodian) are currently being developed by the DSS Language Services Bureau, and will be forwarded to the counties upon completion. All questions regarding translations or requests for other language translations should be directed to the DSS Language Services Bureau, at (916) 323-9562 or ATSS 492-9562.

Any questions concerning the RS 36 should be directed to Mr. Don Horel, Office of Refugee Services, at (916) 323-2131 or ATSS 473-2131.



ROBERT A. MOREL  
Deputy Director  
Welfare Program Division

Enclosure

cc: Dr. Sharon Fujii  
CWDA

DISTRIBUTION: Original Copy: Applicant  
 Second Copy: CWD Case File

# **EMPLOYMENT AND TRAINING REQUIREMENTS REFUGEE CASH ASSISTANCE (RCA)/ REFUGEE DEMONSTRATION PROJECT (RDP)**

CLIENT NAME		SSN
CASE NUMBER		ALIEN NUMBER
EW NAME		DATE
EW NUMBER	TELEPHONE ( )	

## REGISTRATION

As a condition of eligibility for cash aid, you must register and participate in various training and job services programs provided through a Central Intake Unit (CIU).

You must register with a Central Intake Unit (CIU) Referral/Notification Form (RS 3). Please take it to the CIU office listed in Item 12 on the RS 3. Return the first copy to your Eligibility Worker signed and stamped by the CIU, by \_\_\_\_\_ (DATE).

You must cooperate fully with the CIU and go to all scheduled interviews, appointments, training classes and other activities.

## EMPLOYMENT

As a condition of eligibility for cash aid, you must accept a job if it is offered to you unless you have a good reason that would keep you from participating. You may be employed full-time and still receive cash aid if your earnings are less than your grant. If you get a job, you must tell your Eligibility Worker within five days and report it on your monthly eligibility report form (CA 7).

## CONCILIATION

If you do not meet the training and job services rules the county will call you in for an interview to agree on a plan to fix the problem by making a plan of action. This is called a Conciliation Plan.

## PENALTIES

If we do not hear from you, the county will think that you did not want an interview and will think that you do not want to take part in conciliation. A notice of action will be sent to you and your family's cash aid will be stopped or lowered. The first time you fail to meet the training and job services program rules without good cause you will not get cash aid for a 3-month period. The second time you will not get cash aid for a 6-month period.

## CERTIFICATION

*You and the person going over this form with you (Eligibility Worker) will both sign below to show that your rights and responsibilities as an RCA/RDP registrant/participant in the various training and job services programs provided through the CIU have been explained to you and that you understand what it means. Ask any questions you have about your rights and responsibilities before you sign your name.*

*This information has been:*

☐ read by me

☐ read to me in \_\_\_\_\_ (Language \_\_\_\_\_) SPECIFY \_\_\_\_\_

SIGNATURE OF APPLICANT

DATE

TRANSLATOR'S SIGNATURE (IF PRESENT)

DATE

SIGNATURE ON TRANSLATED VERSION

☐ Yes

☐ No

*I certify that I have informed the applicant of his or her rights and responsibilities as stated above.*

*The applicant appears to understand his or her rights and responsibilities.*

ELIGIBILITY WORKER'S SIGNATURE

EW'S NUMBER

DATE

COUNTY USE

Important Information For Applicants Applying For  
The Refugee Cash Assistance (RCA) Program/The Refugee Demonstration Project (RDP)

**WHAT IS RCA?**

RCA recipients are usually single individuals or married couples with no minor children under the age of 18.

The program is for the first 18 months following the refugee's date of entry in the U.S.

Grant amounts and real and personal property limitations are the same as in the Aid to Families with Dependent Children (AFDC) program.

Eligibility for RCA is conditional upon the refugee cooperating with the services program. The services program emphasizes early employment. The purpose is to help the refugee get a job as soon as possible.

If you are applying for RCA or RDP, it is very important that you understand the rules. Failure to obey the rules may result in your RCA or RDP grant being stopped for 3 or 6 months.

**RULES:**

- Unless you are exempt for some reason, you **MUST** go to the Central Intake Unit (CIU) to find out if you are ready for work and assignment to a special refugee project.
- If you are assigned to an English as a Second Language (ESL) or Vocational Training Class, you must attend classes regularly as required by the training provider and follow all of their rules.
- If you are assigned to an Employment Service, you must attend Job Search Work Orientation Class, appear for job interviews, or look for new employers who might have jobs for you.
- You must go to the training that the CIU assigns you to. You cannot be excused to attend some other training. If you want to go to school part-time outside your assigned class hours, you may do so, providing you are still available to accept a job.
- Full-time college students are **NOT ELIGIBLE** for RCA or RDP.
- For both RCA and RDP you must accept any appropriate job offer even if the pay is less than your grant. For RCA/RDP you will continue to receive your medical benefits and a part of your grant so that there will be no loss of income.

In addition, if a person is discontinued from RDP due to increase of earnings or hours of employment, and the family has received cash aid in three of the last six months prior to becoming ineligible for cash aid, Medi-Cal regulations allow for the continuation of Medi-Cal benefits for a four-month period after the refugee begins a job.

- If you do not meet the training and job services rules the county will call you in for an interview to agree on a plan to fix the problem by making a plan of action. This is called a Conciliation Plan.
- If you refuse a job or quit a job or fail to meet the rules listed above without good cause, your cash aid may be stopped for 3 or 6 months.
- You may be able to get payment for expenses while you are in training, or until you get your first paycheck. These payments include such things as child care, transportation, tools, books, and union dues.
- When you get a job, the first \$75.00 of your monthly pay can be applied to work expenses.

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☐ read by me

☐ read to me in \_\_\_\_\_ (Language \_\_\_\_\_ )  
SPECIFY

SIGNATURE OF APPLICANT

DATE

TRANSLATOR'S SIGNATURE (IF PRESENT)

DATE

SIGNATURE ON TRANSLATED VERSION

☐ Yes

☐ No

*I certify that I have informed the applicant of his or her rights and responsibilities as stated above.*

*The applicant appears to understand his or her rights and responsibilities.*

ELIGIBILITY WORKER'S SIGNATURE

EW'S NUMBER

DATE